



JOB POSTING

Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

Legal Assistant Medical Licensing Section Consumer Protection Division

The Legal Assistant's purpose is to assist the supervising attorney in the investigation and prosecution of consumer complaints concerning licensed medical professionals and the practice of regulated health professions by persons without a license.

Job Responsibilities:

- Assist the supervising attorney with the investigation of the complaint by obtaining evidence and other pertinent information to provide a complete analysis of the facts. This information may include: responses from parties involved; consent for medical records; certified documents for both civil and criminal actions; timely follow-up of all requests made for the investigations.
- Analyze the information gathered and place this analysis in a written form of a board summary under the direction of the supervising attorney.
- Responsible to close the consumer cases and send closing letters to the consumer and licensee should the case be closed.
- Assist by completing all tasks necessary for the preparation of administrative disciplinary complaints, including, but not limited to, the preparation of pleadings, tracking of hearings and agendas; opening and closing the litigation case, as well as opening new litigation files.
- Assist in discovery, witness interview and preparation; subpoenas and interrogatories; attend meetings, hearings, conferences, and depositions, as required.
- Assist with the documentation of all activity related to the complaint investigation and disciplinary process. This documentation will follow current office procedures.
- Effective communication with all parties according to office policy.
- Perform other duties and complete special projects as assigned by the supervising attorney or Section Chief.

Qualifications

- Paralegal degree or equivalent work experience.
- Strong research and writing skills, with emphasis on a clear, persuasive analysis of the facts.
- Excellent communication skills, including the ability to relate effectively to both legal and non-legal individuals orally and in writing.
- Work with large caseloads including monitoring of due dates; strong organizational skills a must.
- Must be able to work well in a team environment as well as individually.
- Proficient computer skills required to include, but not limited to, Microsoft Word, Excel, Access, and various case management tools.